



City of Austin - JOB DESCRIPTION



Austin Energy Safety Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10372	Salary Grade:	ZN2
Approved:	December 22, 1998	Last Revised:	January 30, 2008

Purpose:

Under general direction, responsible for planning, directing and managing the safety programs and activities throughout Austin Energy

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews and incorporates standards, ensures compliance with existing regulations related to employee safety.
2. Analyzes employee and business needs for Austin Energy safety programs, develops short and long range strategies, goals, and action plans to meet those needs.
3. Communicates safety strategies and information to management and others. Plans, organizes, directs, audits, and controls Austin Energy safety activities
4. Develops and monitors the Safety Division's budget and support inclusion of safety related initiatives in other divisions' operating budgets
5. Directs the development and revision of safety process and procedures. Develops and evaluate plans, and criteria for a variety of safety projects and programs. Monitors safety related contracts and vendors to ensure delivery of agreed upon deliverables. Investigates and responds to safety issues, conducting root cause analyses
6. Ensures compliance with Local, State and Federal guidelines
7. Prepares and reviews reports as part of the process of monitoring and communicating safety performance results
8. Recommends major purchases and expenditures

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of fiscal planning and budget preparation.
- Knowledge of and ability to interpret Federal, State, and Local laws and ordinances governing safety in the workplace.
- Knowledge of city practice, policy, and procedure.
- Skill in handling conflict and uncertain situations.
- Skill in collecting, analyzing, and interpreting applicable data.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Ability to work with frequent interruptions/changes in priorities.
- Ability to quickly recognize and analyze irregular events.
- Ability to train others.
- Ability to establish and maintain excellent communication and working relationships with city personnel and the public.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in a field related to the job, Six (6) years related experience, two (2) years of which were in a supervisory capacity.
- Experience may substitute for education up to four years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.